

Larchwood Gardens
Pilgrims Hatch
Brentwood
Essex CM15 9NG



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Headteacher: Mr.S.Bowsher

9th March 2021

Dear Parent / Carer

Reporting potential Covid-19 cases reminder

If your child is ill and won't be in school, then you will need to follow the normal procedures in informing the office. The office will need to know if they are displaying any of the symptoms of Covid-19 (a temperature above 37.8°C, loss of taste / smell or a new, persistent cough).

The office is open from 8:00am until 4:30pm and message can be left on the answerphone at any time outside of these hours.

If your child is unwell and has any of these symptoms, either at home or in school, then the government expects you to book a Covid-19 test as soon as possible by calling 111 or online at: <https://www.gov.uk/get-coronavirus-test> . Please inform the school once you have done this. Your child will need to self-isolate until either a negative test result is returned or, if the test is positive, for 10 days. All other family members will need to self-isolate until a negative test result is returned or if the test is positive, for 10 days. The school will need to be informed either way about the outcome of the test.

If a member of your household has any of the Covid-19 symptoms, your child will need to isolate at home until a test result comes back. If a member of your household tests positive for Covid-19, then your child will be expected to isolate at home with you for 10 days.

If your child becomes unwell in school you will be expected to answer your phone straight away and pick them up within 30 minutes of being called.

If your child develops Covid-19 symptoms over a weekend and is being tested please inform the school office at office@larchwood.essex.sch.uk. Similarly if any Covid-19 results come back over the weekend, please report them on this email address too. This email is checked regularly over the weekend.

Mr S Bowsher
Headteacher

